



DEPARTMENT OF THE NAVY  
NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1050.1L

OS

08 JUL 2002

NSHS BETHESDA INSTRUCTION 1050.1L

From: Commanding Officer

Subj: WORKING HOURS, LEAVE AND LIBERTY POLICY FOR MILITARY  
PERSONNEL

Ref: (a) MILPERSMAN 1050  
(b) DOD Directive 1327.5  
(c) OPNAVINST 4650.15  
(d) Joint Federal Travel Regulations (JFTR)  
(e) BUPERSINST 1050.11G

Encl: (1) Leave Control Number Log  
(2) Leave for Military Personnel Flow Chart

1. Purpose. To prescribe normal working hours and promulgate policy and procedures governing leave and liberty for military personnel at Naval School Health Sciences (NSHS), Bethesda in accordance with references (a) and (b).

2. Cancellation. NSHSBETHINST 1050.1K

3. Applicability. This instruction applies to all military personnel assigned to NSHS, Bethesda, Maryland.

4. Definitions. The following terms are used in this instruction:

a. Regular Leave. Authorized absence from a place of duty, chargeable against the member's leave account.

b. Earned Leave. Leave accrued to the member's credit as of any given date.

c. Excess Leave. Leave granted in excess of earned leave during which the member is not entitled to pay and allowances.

d. Advance Leave. Leave granted prior to its actual accrual to the member's leave account, based on a reasonable expectation that it will be earned by the member during the remaining period of obligated active duty.

e. Appellate Leave. Required or permitted leave for members awaiting review of a punitive discharge or dismissal.

f. Emergency Leave. Leave granted for a personal or family emergency requiring the member's presence, chargeable against the member's leave account.

g. Separation Leave. Authorized leave which expires on the day of separation without the necessity of returning on the effective date of separation in order that allowable travel time can be completed on the separation date.

h. Convalescent Leave. A period of authorized absence granted to persons while under medical care which is part of the care and treatment prescribed for a member's recuperation or convalescence. Convalescent leave is not chargeable to the member's leave account.

i. Hospitalization While on Leave. Personnel hospitalized (in a civilian or military treatment facility) or placed "sick in quarters" (SIQ) status while on leave shall not be charged with leave for the period of hospitalization or SIQ status insofar as leave accounting is concerned. Personnel shall ensure that the command is notified, as feasibly practical.

j. Leave Control Number (LCN). A ten digit number assigned to approved leave authorizations to assist in controlling and monitoring leave.

k. LCN Log. A record listing of all LCNs assigned which is maintained to ensure sequential assignment of LCNs.

## 5. Policy

a. Normal Working Hours. Normal working hours for military personnel attached to this command are from 0730 to 1600, Monday through Friday. Adjustments to normal working hours are not authorized without written approval from requesting member's Director.

(1) Class "C" school students on clinical rotation shall assume the normal working hours for the clinical area assigned.

(2) Special Request Chits (NAVPERS 1336/3) are to be used to request adjustments to normal working hours.

(3) All military personnel are responsible for their assigned watches regardless of their adjusted work hours.



b. Regular Liberty. Liberty is granted for short periods of absence from duty, such as from the end of regular working hours on one day to the commencement of working hours on the following day. On weekends, regular liberty is normally authorized to commence at the end of working hours on Friday to the commencement of working hours on Monday. Public holidays extended by the President beyond three days are considered regular liberty and are announced each year by notice.

c. Special Liberty. Per reference (a), special liberty is granted outside of regular liberty periods for circumstances such as emergencies, voting, and observance of major religious events, compensation for extra hours worked, production incentive, or for special recognition. Special liberty shall not exceed four days.

(1) The Commanding Officer has the authority to grant liberty to members of this command subject to supplementary regulations issued by higher authority. All four-day special liberty requests must be approved by the Commanding Officer.

(2) The Executive Officer may grant special liberty to Directors and Department Heads.

(3) Directors or Department Heads may grant special liberty up to three days to their personnel.

(4) Special liberty and leave will not be combined in continuous absence from the duty station.

d. Leave. The leave program is governed by the regulations contained in references (a) and (b).

(1) Requests for certain types of leave must be approved by the Commanding Officer. Convalescent leave, separation leave, and regular leave that will result in a negative leave balance in excess of five days are all to be approved by the Commanding Officer.

(2) Personnel taking leave anywhere outside of the United States must attend a security brief prior to departure. Reference (e) provides guidance on foreign travel and lists several countries that require permission from Navy Personnel Command prior to departure.

(3) Director leave requests must be approved by the Executive Officer.

(4) Any request in excess of 20 days duration must be approved by the Executive Officer.

(5) Directors have the authority to grant leave for circumstances not addressed in the guidelines of paragraphs 5.d.(1) through 5.d.(4) above.

(6) Annual leave for enlisted "C" school students will not normally be authorized except during the December / January holiday period. Extenuating circumstances not classified as emergencies will be considered on a case-by-case basis.

(7) Emergency leave should normally be granted for family emergencies when the circumstances warrant and operational requirements permit. Since most family emergencies are highly time-dependent, swift and sensitive action on emergency leave requests is essential. Information may be obtained from the American Red Cross regarding the validity of the emergency. References (c) and (d) govern the use of Command funding for travel on Temporary Additional Duty (TAD) orders when emergency leave is taken outside the continental United States (OCONUS).

(8) Advanced Leave may not exceed 14 days to prevent member's from using all their leave that will be earned during the remainder period of obligated active duty service.

(9) Leave may be authorized in conjunction with TAD orders, thereby permitting continuous absence from the duty station.

(10) When leave must be authorized outside of normal working hours, the Command Duty Officer (CDO) has the authority to act on behalf of the Commanding Officer and authorize leave or grant extensions to leave. The Officer of the Day (OOD) will assist in this function. Paragraphs (7) and (8) provide guidance.

6. **Submission of Leave Requests.** Leave will be requested and authorized utilizing NAVCOMPT FORM 3065 in accordance with reference (a).

a. Per reference (a), when completing blocks 14 through 18, follow these rules:

(1) Block 14: The hour for starting leave may not be prior to the end of your normal workday if leave starts on a workday. If leave starts on a non-workday, the starting hour may be 0001.

(2) Block 15: The hour for ending leave may not be later than the beginning of your normal workday if the day of return is a workday. If leave ends on a non-workday, the ending hour may be 2400.



(3) Block 16 requires the following information: Normal working hours for day of departure and return. If day of departure or return is a non-workday, enter "NONE".

(4) Information required in blocks 17 and 18 are to be obtained from the leave segment of the member's latest Leave and Earnings Statement (LES) which is available on the Defense Finance and Accounting Services (DFAS) homepage <http://www.dfas.mil> or from the Commanding Officer's Financial Report.

(5) Watch standers are required to route their leave requests via their watchbill coordinator prior to routing through the Chain of Command for approval.

(6) Convalescent leave requests for elective procedures must be submitted prior to undergoing medical treatment. Directors shall ensure that their personnel admitted under emergency conditions have convalescent leave requests (if required) routed and approved by the Commanding Officer upon their discharge.

(7) Personnel requesting leave in conjunction with TAD will submit their leave dates on their TAD request for travel and accounting purposes. Individuals will still need to submit a leave paper for proper approval and leave tracking.

(8) Upon final approval, the NAVCOMPT 3065 will be forwarded to the Leave Control Clerk in the Administrative Support Department for assignment of a Leave Control Number (LCN) and processing.

(9) Changes to approved leave papers will be submitted via special request chits. Upon approval, a copy of the request chit will be forwarded to the Administrative Support Department to amend the NAVCOMPT 3065.

#### 7. Leave Check-out/in Procedures

a. Personnel are not to depart on leave without properly validated leave papers. After a Leave Control Number (LCN) is assigned, Part 1 of leave papers will be given to individual. No Leave Control Numbers (LCN) for regular leave are to be issued by phone.

b. Blocks 27a through 28c of the NAVCOMPT 3065 will be used to record the date and hour of departure/return.

c. Requests for extension of leave maybe granted. Blocks 29a through 29c will be completed showing the extended expiration time, date and authorizing officer.

(1) During normal working hours, the member's Director is authorized to grant extensions of leave.

(2) After normal working hours, the CDO has the authority to grant extensions of leave. The OOD will assist.

(3) The Leave Control Clerk of Administrative Support Department will be notified of all authorized extensions of leave the next work day after the extension has been granted.

#### 8. Responsibilities/Action

##### a. Directors

(1) All Directors shall ensure familiarity and compliance with the requirements set forth in this instruction and its references.

(2) Directors shall ensure that prior to approval, Watchbill coordinators are queried for compliance with watches.

(3) Directors will ensure the Executive Officer and the Chief Master-at-Arms are notified of any person unaccounted for by 0800 daily and of their return to duty.

##### b. OOD and CDO Watch-standers

(1) Watch-standers will ensure familiarity and compliance with the requirements set forth in this instruction and its references.

(2) OOD watch-standers will ensure proper documentation on the NAVCOMPT 3065 and in the Command log for all persons requesting extensions of leave and personnel requesting and the approval of emergency leave.

(3) CDO's may approve leave or extensions on leave if approval is required outside of normal working hours (i.e. emergency leave). The OOD will assist by contacting the member's Director prior to approval. In the event the OOD is unable to contact the Director, the Command Duty Officer (CDO) shall exercise sound judgement and may contact the Executive Officer or Commanding Officer. OOD watch-standers will assist the individual in properly completing a NAVCOMPT 3065 prior to the approval of leave. The Administrative Support Department will assign an LCN the following workday.



(4) If the member is going on OCONUS emergency leave, The member is to have both a NAVCOMPT 3065 and TAD orders. The OOD is to contact TAD Coordinator for TAD travel orders. Any questions should be referred to the Head, Administrative Support Department (home number can be found in recall roster).

c. All Military Personnel

(1) All military personnel assigned to NSHS Bethesda will ensure familiarity and compliance with the requirements set forth in this instruction and its references.

(2) All Navy personnel shall submit the NAVCOMPT 3065 via their chain of command for approval. When appropriate, the member will ensure the leave request is routed via their watchbill coordinator. Final approval is outlined in paragraph 5.d. above.

(3) Personnel wishing to cancel leave requests must notify the Administrative Support Department of such action.

(4) While on leave, personnel must have Part 1 of the NAVCOMPT 3065 with an LCN in their possession.

(5) Within 5 workdays of returning from leave, the member will forward the Part 1, NAVCOMPT 3065 to the Administrative Support Department with blocks 27a through 28c appropriately completed. This is especially important if member returned early from leave. Members will be charged for the full leave requested, if Part 1 of the NAVCOMPT 3065 is not returned or is not appropriately completed.

(6) If errors are noted in the amount of leave charged, or charged incorrectly (i.e., charged for convalescent leave), the member must notify the Administrative Support Department as soon as possible for correction.

(7) Enlisted personnel may ensure that a properly completed NAVPERS 1336/3 is submitted to request special liberty.

d. Administrative Support Department

(1) The Administrative Support Department will maintain the LCN log, enclosure (1), and assign LCNs to all approved NAVCOMPT 3065s.

(2) After assigning the LCN, part 1 will be given to the individual. Parts 2 and 3 will remain in the Admin Support Department.

(3) Member must return leave papers (part 1) to the Administrative Support Department within 5 working days after completion of leave for processing. Ensure sections 27a-28c have been completed and signed.

(4) Upon receipt of Part 1 of the NAVCOMPT 3065 from the member, the Leave Control Clerk will complete blocks 30 through 32. Information entered into blocks 30 and 31, along with the date forwarded to PSD, will also be annotated in the LCN log. The Leave Control Clerk will then forward Part 1 to PSD within five days and Part 2 to the member. If Part 1 is not received, Part 2 will then be copied and then that copy will be forwarded to PSD and Part 2 will be forwarded to member.

(5) When notified by the member of incorrectly charged leave periods, the Leave Control Clerk will verify the leave taken with the leave charged. If an error did in fact occur, reference (a) provides the guidelines for submission of documentation to correct the member's leave account. The member will receive a copy of the document requesting correction.



D. S. WADE

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